



**UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada**

EMPLOYMENT OPPORTUNITY

Position Title: CASE ADMINISTRATOR I
Temporary appointment for one year and one day

Announcement Number:	09-20-09NVB
Date of announcement:	December 10, 2009
Closing Date for Applications to be Received:	Open Until Filled (Applications received by December 30, 2009 will be given preferential consideration)
Location of Position:	Las Vegas, Nevada
Classification Level/Salary Range:	CPS CL 24 \$33,770 - \$42,214 (Starting salary subject to qualifications)

This position is located in the U.S. Bankruptcy Court Clerk's office in Las Vegas, Nevada. This position performs various functions and is responsible for maintaining and processing case information. Case Administrator I serves as records and reproduction clerk and/or a case initiation clerk. Employees at this level may also prepare cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately. The incumbent will also be responsible for making verbatim recordings of court proceedings. Representative duties include but are not limited to:

Operate a variety of copying and records equipment. Answer and route incoming calls. Prepare case files for tracing records.

Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Certify court documents. Create and process new case file. Open cases in case management system. Docket initial opening events. Check the accuracy of daily data entries. Quality control documents filed with the court.

Prepare, ship and retrieve records from the appropriate Federal Records Center. Scan, copy, file,

pick-up, sort and process mail. Process e-mail received from electronic filers. Maintain the mail meter and meter log. Receive and stamp incoming documents.

Perform data entry functions. Generate standard reports from databases and computerized systems.

Makes verbatim record of court proceedings on tape recording equipment. Creates detailed logs of proceedings and participants are recorded. Receives and processes tape duplication and transcript production orders.

Prepare, proofread and edit materials prepared by others for accuracy, etc.

Perform other duties as may be assigned.

Mandatory Qualifications: To qualify for the assignment of the duties of Case Administrator I, applicants must have one year of specialized experience at or equivalent to work at CL - 23. For placement at salary levels above Step 1, at least two years specialized experience at or equivalent to work at a CL - 23 is required.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. (Specialized experience most applicable will have been obtained in a court or related legal field.)

Preferred Qualifications:

Must be computer literate.

Must be detail oriented.

Good knowledge of language usage, grammar and spelling.

Excellent interpersonal skills.

Excellent oral and written communication skills and professional demeanor.

Must be organized and have the ability to manage multiple priorities to meet strict time demands.

Ability to work with limited supervision.

Information for Applicants:

Incumbent may occasionally be required to work evenings and weekends to meet the needs of the court.

Incumbent may occasionally be required to travel to Reno.

Employees of the United States Bankruptcy Court appointed as EXCEPTED SERVICE appointments or Temporary NTE (not to exceed a specific date) appointments are "AT WILL", and as such, can be terminated with or without cause by the Court.

Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to

applicants for review upon request.

ALL applicant information is subject to verification.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

Hiring for or promotion into this position is subject to funding availability.

The Court will only communicate with those applicants who are selected for an interview.

The final candidate will be subject to a background investigation with law enforcement agencies.

One or more positions may be filled based upon this position announcement for openings which may occur within the next six months.

How to apply: You may obtain an Application for Employment form at “www.nvb.uscourts.gov” and submit an application with original signature to:

**Human Resources Department
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South
Las Vegas, Nevada 89101**

Application Deadline: **Open Until Filled** (Applications received by December 30, 2009 will be given preferential consideration)

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest**, **current resume**, and a **completed Application for Federal Employment form** to:

**U.S. Bankruptcy Courts
District of Nevada
Attn: Human Resources
300 Las Vegas Blvd. South
Las Vegas, NV 89101**

NO FAXES PLEASE

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. The Federal Financial Management Reform Act requires direct deposit of federal wages.

**THE UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF NEVADA
IS AN EQUAL OPPORTUNITY EMPLOYER**